

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

Mississippi Museum Store Associate Historic Resources Specialist I

MUSEUM DIVISION

*Apply for this position online at www.mspb.ms.gov.
For more information contact Diane Mattox at (601) 576-6866.*

STARTING ANNUAL SALARY: \$29,500.00
DEADLINE FOR RECEIVING APPLICATIONS: August 24, 2017

The Mississippi Museum Store associates are an integral part of the visitor experience. Museum Store staff are the primary team members to sell merchandise, maintain inventories, enhance store's visual displays and acting as ambassadors to inform and educate customers and visitors. Provides friendly and welcoming presence in all spaces within the museums.

Responsibilities include, but not limited to:

- Greet customers/visitors, offering excellent customer service with a genuine and friendly attitude and assists with purchases
- Handle sales of merchandise via Point-of-Sale system during operating hours and special events
- Accurately count, handle and reconcile cash in a fast paced environment
- Responsible for opening/closing store
- Effectively communicate product knowledge to customers as appropriate
- Receive, unpack, price and stock merchandise within the store standards and policies
- Provide information on 2MM exhibits and activities to enhance the visitor experience
- Assist the museum store manager by performing a combination of clerical tasks and projects to support the store operations
- Answer phone and direct calls
- Create and maintain merchandise displays; keeps store and stockroom straightened and organized
- Set up and staff off-site events in multiple environments, inside or outside
- Other duties as assigned

Preferred qualifications include: The ideal candidate will have previous retail experience required. General knowledge of standard retail concepts and an interest in customer service and visual merchandising. Basic computer skills required. Ability to handle multiple tasks simultaneously, solve practical problems, and to interpret written and oral instructions and follow directions. Ability to present information effectively and respond to questions from managers, customers, and general public.

Physical requirements:

The employee is required to sit, stand, crouch or kneel and lift up to 30 pounds. Employee is required to handle products of varied materials, some breakable. It may be necessary to use a stool or ladder while placing objects throughout the store.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

- Bachelor's Degree from an accredited four-year college or university

MDAH is an Equal Opportunity Employer.